



Spotlight Initiative
To eliminate violence against women and girls



TERMS OF REFERENCE

FOR ENGAGEMENT OF ECONOMIC EMPOWERMENT CONSULTANT

TO MANAGE AND LEAD AN ECONOMIC EMPOWERMENT PROGRAMME FOR WOMEN AND GIRLS WITHIN THE MINISTRY OF HUMAN SERVICES & SOCIAL SECURITY	
Hiring Office	United Nations Population Fund (UNFPA) Sub-regional Office for the Caribbean, Guyana
Purpose of Consultancy:	<p>The Spotlight Initiative (SI) is a partnership between the European Union (EU) and the United Nations that is created to eliminate all forms of violence experienced by women and girls all over the world. This Initiative considers, as critical, the political will and the achievement of the Sustainable Development Goals (SDGs), 3 Sound Health and Wellbeing, 16 Inclusive and Peaceful Societies, and 5 Gender Equality. The SI programme is implemented through a multi-sectoral response. This response requires a group of stakeholders to agree to work in a coordinated manner, share a survivor-centered philosophy and apply human rights standards of survivor safety and offender accountability.</p> <p>Guyana is one of the beneficiaries of the SI in the Caribbean. The SI programme in Guyana addresses the root causes of Violence Against Women and Girls (VAWG) by focusing on the prevention of family violence. This form of violence is reflected in physical, social, sexual, economic, and emotional abuse and acts of aggression within familial relationships or connections.¹ A high prevalence of violence against women, which is often culturally accepted and, in many cases, remains underreported exists in Guyana. ² Anecdotal evidence suggests that</p>

¹ Spotlight Secretariat. (2019) Caribbean Regional Investment Plan.

² Fifty-second session 9-27 July 2012 Concluding observations of the Committee on the Elimination of Discrimination against Women Guyana. The Committee considered the combined seventh and eighth periodic report

domestic violence, for instance, remains pervasive, even with an increased level of brutality. The five priority areas of intervention for the SI programme in Guyana are: (i) Sexual and Gender-Based Violence; (ii) School based Gender-Based Violence; (iii) Intimate Partner Violence; (iv) Incest/ early sexual initiation/ teen and pre-teen pregnancies; (iv) forced sex by a family member or relative.

The SI programme in Guyana addresses the culture of VAWG through a survivor-centered approach. This approach incorporates a human rights-based approach that survivors' rights and needs are placed first. Thus, the survivor has a right to be treated with dignity and respect, rather than being blamed for the violence experienced. The survivor has a right to choose the course of action to address the violence experienced, instead of being left to feel powerless. The survivor has a right to privacy and non-discrimination based on gender, age, race/ethnicity, ability, and sexual orientation.³

It is noteworthy that the Government of Guyana has made strides towards the implementation of a responsive mechanism that seeks to hold several categories of practitioners/ professionals accountable and improve the quality of care and services being provided to victims and survivors of sexual violence.⁴ There exists extensive commitment on the part of the Government of Guyana to respond to and prevent violence against women and girls. However, many women and girls still have little or no access to the support and services that can protect them, assist in keeping them safe, and address the short and long-term consequences of experiencing violence. Guyana's obligation to exercise due diligence requires the State to establish effective measures to prevent, investigate and prosecute cases of violence against women. This includes effective means to respond to each case of violence, as well as address the structural causes and consequences of the violence, by ensuring comprehensive legal and policy frameworks, gender sensitive justice systems and

of Guyana (CEDAW/C/GUY/7-8) at its 1041st and 1042nd meetings, on 10 July 2012 (see CEDAW/C/SR.1041 and 1042). The Committee's list of issues and questions is contained in CEDAW/C/GUY/Q/7-8 and the responses of the Government of Guyana in CEDAW/C/GUY/Q/7-8/Add.1. Available from: <http://evaw-global-database.unwomen.org/-/media/files/un%20women/vaw/country%20report/america/guyana/guyana%20cedaw%20co.pdf?vs=622>

³ Essential Services Package for Women and Girls Subject to Violence. Core Elements and Quality Guidelines.

⁴ Guyana: Report on the implementation of the Montevideo Consensus on population and development 2013-2018

police, available health and social services, awareness raising activities and ensuring the quality of all measures.⁵

Supporting women's and adolescent girls' access to and control over economic resources can be an effective means to enhance resilience, reduce vulnerability, mitigate the risk of GBV, and help ensure that the needs of women, girls and their families are met. Access to education, vocational training and skills development can promote self-sufficiency, empowerment and resilience. Economic empowerment programmes also can help shift negative gender and social norms that confine women to the domestic sphere, build women's agency and participation in public life, and enhance the economic, physical and psychological well-being of individuals, families and communities.⁶ Economic empowerment also plays a crucial role in a GBV survivor's ability to gain the independence needed to assist them in escaping their situation and rebuilding their life.

Participation in well-planned, targeted livelihood interventions can lead to an increase in women's and girls' access to resources, opportunities and decision-making power, and can, over time, also contribute to changing social, cultural and gender norms. In addition to helping to meet immediate basic needs, livelihood interventions can improve the future prospects of women and adolescent girls, and change the way the community treats them when their contribution to economic security is recognized.⁷

As such, the Ministry of Human Services and Social Security remains committed to the empowerment of women through its various programmes such as its WiiN (Women's Innovation and Investment Network) initiative. WiiN aims to improve the education and skillset of our most vulnerable women in communities across the country to increase their opportunities for employment and entrepreneurship. In 2021, the programme successfully trained 2,170 women and girls in all ten administrative regions, while another 4,000 will be trained in 2022.

To support the work of the WiiN programme, the Ministry launched its first business Incubator in August 2021. The incubator aims to assist women entrepreneurs in starting or expanding their businesses, and will provide services such as business plan development, access of financing for businesses, and

⁵ UN Women, WHO, UNFPA, UNDP, & UNODC. (2015). Essential services package for women and girls subject to violence. Publisher: New York, USA.

⁶ GBV AoR (2019). The Interagency Minimum Standards for Gender Based Violence in Emergencies Programming

⁷ GBV AoR (2019). The Interagency Minimum Standards for Gender Based Violence in Emergencies Programming

	<p>marketing services/products, among others. The WIIN programme and the business incubator within the Ministry is currently functioning. Both programmes are currently based in Region 4 and the coastal region of the country, have funding, staffing, and dedicated offices. The Ministry understands that economic instability and poverty are among some of the main reasons that women stay in these violent relationships. As such, it is essential that women be given the opportunity to develop their own businesses and become financially independent.</p> <p>An Economic Empowerment Consultant is therefore needed to work within the business incubator of the Ministry of Human Services and Social Security, with women and girls seeking to develop or expand their own businesses. It is envisaged that this will aid the economic empowerment of women and support women in leaving violent relationships, without the risk of women returning to such abusive relationships for economic support. The recruitment of this position is to be supported under the Guyana Spotlight Initiative programme. Subsequently, the Government will integrate the position within the Ministry of Human Services and Social Security and sustain the job position.</p>
<p>Scope of Work: <i>(Description of services, activities, or outputs)</i></p>	<p>Overall objective: Assist women and girls with the development and/or expansion of their businesses so as to ensure their economic empowerment and independence.</p> <p>The Consultant engaged will be expected to undertake the following tasks (in support of the business incubator within the Ministry of Human Services and Social Security):</p> <ol style="list-style-type: none"> 1.) To plan, guide implementation, monitor and provide oversight of the economic empowerment programme of the business incubator within the Ministry, while ensuring that the economic empowerment programme of the business incubator functions in accordance with the GBV Guiding Principles, inclusive of the Survivor Centered Approach and the Do No Harm Principle and international best practices. 2.) To support the Ministry in ensuring that the economic empowerment program of the business incubator within the Ministry adequately guides women and girls who participate in the programme in starting their own business or expanding their current business through the provision of support in developing a business plan, accessing financing for their business, marketing their services/products as well as any other assistance they may need to expand/start their business.

	<p>3.) To support the Ministry in ensuring that the economic empowerment program of the business incubator within the Ministry adequately builds the capacity of women and girls involved in the economic empowerment programme to enhance their knowledge and skills base for save avenues for generating income, microenterprises, financial management, natural resource management and leadership; to aid the ability of women and girls to leave abusive relationships.</p> <p>4.) Monitor the programme to ensure that the interventions consider risks to women and girls before, during and after the programme, in order to mitigate potential harm to participants. The consultant should actively monitor both positive and negative unintended consequences of the programme and be able to identify any challenges those involved in programme may be faced with so that assistance can be given to them in overcoming such challenges while improving the programme.</p> <p>5.) Support Ministry personnel working on the Ministry’s economic empowerment programme to ensure they follow guidelines and implement the programme in line with the survivor centred approach.</p>
<p>Duration and Working Schedule:</p>	<p>The duration of the consultancy will be for approximately seven (7) months, with the possibility of extension based on funding availability. The Consultant will be expected to provide monthly reports that address the scope of works listed above.</p>
<p>Place where services are to be delivered:</p>	<p>The Consultant engaged will be expected to work from the Ministry of Human Services and Social Security. The Ministry of Human Services and Social Security will facilitate work that the Consultant may need to conduct from the Ministry of Human Services and Social Security and from the Administrative Regions.</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>The Consultant is expected to submit deliverables in English, soft copies, to UNFPA and the Ministry of Human Services and Social Security for review and approval, according to the Duration and Working Schedule. The Consultant will be expected to work physically from within the Ministry of Human Services and Social Security.</p> <p>All documents produced as a result of the consultancy will be the property of the Ministry of Human Services and Social Security.</p>

<p>Monitoring and progress control, including reporting requirement, periodicity format and deadline:</p>	<p>The Consultant will work closely with the UNFPA Liaison Officer for Guyana, who serves as the technical coherence lead for the Guyana SI programme, the Spotlight focal point within the Ministry of Human Services and Social Security, the relevant technical officers within UNFPA and the Ministry of Human Services and Social Security, as well as other key stakeholders.</p> <p>The Consultant will be expected to maintain fluid communication. To this end, virtual meetings will take place throughout the consultancy. Importantly, the design, monitoring and implementation of this initiative will involve all GBV partners through two existing Spotlight mechanisms, the Spotlight Gender Technical Working Group as well as the Spotlight Civil Society National Reference Group.</p>
<p>Supervisory arrangement:</p>	<p>The Consultant will report to the Permanent Secretary of the Ministry of Human Services and Social Security and the Spotlight focal point within the Ministry of Human Services and Social Security.</p> <p>The Consultant will be required to complete the tasks in a structured manner and according to the timeline specified in the working schedule.</p>
<p>Expected travel:</p>	<p>The Consultant may be required to travel to various locations across the administrative regions of Guyana, particularly Regions # 1 (Barima – Waini), # 4 (Demerara – Mahaica), # 6 (East Berbice – Corentyne), and # 7 (Cuyuni – Mazaruni), to fulfill the deliverables of the Consultancy.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>The ideal Consultant will need to demonstrate a track record of having supported the delivery of GBV essential services.</p> <p>The ideal Consultant will also need to meet the following requirements:</p> <p>1. EDUCATION An Advanced University degree in Social Science or related technical field is required.</p> <p>2. WORK EXPERIENCE</p> <ul style="list-style-type: none"> ● At least five (5) years’ experience in programming in relevant areas, such as, gender, social work, GBV service provision to GBV survivors (particularly within the health, social services, Police, and/or justice sectors), as well as project development and implementation. ● Technical experience in the elimination of violence against women and girls.

	<ul style="list-style-type: none"> ● Experience in providing policy advice to the government officers and/or designing and developing programmes. ● Proven skills in the areas of programme and project management, planning, organizing, implementation, and monitoring and evaluation. ● Ability to gather, analyze, and synthesize program performance data and produce analytical reports to inform management and strategic decision-making. ● Ability to gather, analyze, and synthesize program performance data and produce analytical reports to inform management and strategic decision-making. ● Working experience in the Caribbean region, especially Guyana, will be an asset. ● Previous experience with the UN and specifically UNFPA can be an asset. <p>3. LANGUAGE Excellent oral and written communication skills in English and competence in basic IT packages, particularly MS Word and MS Excel.</p> <p>4. COMPETENCIES Excellent analytical and writing skills and results oriented.</p>
Inputs/services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable	<p>UNFPA and the Ministry of Human Services and Social Security will support the Consultant in the execution of the activities.</p> <p>The Consultant will be required to complete all identified mandatory courses in order to undertake this consultancy.</p>
Other relevant information or special conditions, if any	<p>The Consultant will be paid monthly based on the submission of satisfactory monthly reports reflective of the project deliverables (inclusive of UNFPA inputs). All payments will be in keeping with those reflected in the approved project budget.</p>